



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted

SECTION I - Identification

**Working Title: Environmental Engineering
Section Supervisor**

Department: Transportation

Job Code Number: 172017

**Division & Bureau: Planning Division
Environmental Services Bureau**

Job Code Title: Engineering Supervisor/Manager

**Section & Unit: Environmental
Engineering Section**

Pay Band: 7

**Work Address: 2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001**

Position Number: 33016

Phone: 406-444-7203



FLSA Exempt



FLSA Non-Exempt



Non-Union



MPEA



Blue Collar

Profile Completed By:

Tom Martin, P.E., Environmental Services Bureau Chief

Work Phone:

406-444-0879

Work Unit Mission Statement or Functional Description:

The Environmental Services Bureau (ESB) provides guidance to the Department to ensure statewide environmental stewardship and compliance with all environmental laws, rules, regulations, policies, orders, and agreements. The ESB identifies and evaluates potential impacts of transportation construction and maintenance activities on natural, social, and economic resources and recommends measures to avoid, minimize, or mitigate such impacts in compliance with applicable local, state, federal, and tribal regulations and policies. Resources evaluated by ESB include those pertaining to fish, wildlife, vegetation, wetlands, water quality, historic, cultural, archaeological, paleontological, hazardous and solid waste, erosion control, air quality, noise, visual, social, economic, etc.

The Environmental Engineering Section plays an integral part in the performance of complex activities in accordance with laws such as the National Environmental Policy Act (NEPA), Montana Environmental Policy Act (MEPA), Federal Clean Water Act (CWA) and applicable MDT and Federal Highway Administration (FHWA) standards and guidelines to accomplish the project development goals and objectives of MDT. The Section maintains a high level of knowledge, skill, and ability in applying these laws to MDT's activities: preconstruction, planning, construction, maintenance, aviation, motor

carriers, and facilities. The Section coordinates with planning, design, maintenance, and construction, and develops policies, guidelines, and procedures to ensure that all MDT projects meet the requirements of NEPA, MEPA, the Federal Clean Water Act, and other applicable federal, state, and local laws.

Describe the Job's Overall Purpose:

This position is responsible for all the necessary environmental documentation to meet the requirements of the National Environmental Policy Act (NEPA), the Montana Environmental Policy Act (MEPA), the Fixing America's Surface Transportation Act (FAST), CWA and all the other rules, laws and regulations to fully disclose the environmental consequences of the Department's activities and satisfy the many regulatory agencies (federal, state, local, and Tribal) that monitor and approve the Department's widespread activities. Regulatory agencies are often in conflict with one another, and this position must resolve these conflicts to move projects forward.

This position manages and completes studies and reports regarding land use impacts, prime and unique farmland, environmental justice, residential and commercial development, visual impact assessments and engineering measures possible to reduce or eliminate environmental impacts. This position also reviews and assists in the development of preliminary field review reports, hydrology and hydraulic analysis, scope of work reports, and, preliminary and final plans.

This position advocates for environmentally sound, state-of-the-art design of transportation projects that protect and enhance the natural and cultural environment. This position provides information and data to the Design Team regarding potential impacts to identified resources, and works towards a resolution with other Divisions and Bureaus at MDT. Advises consultants, Planning Division staff, Maintenance Division staff and Preconstruction and Construction Bureaus in the Engineering Division of resources to avoid, and of state-of-the-art means to avoid, minimize or mitigate environmental impacts, and design techniques to enhance the environment.

The Engineering Section manages environmental issues in the design, construction, and maintenance of Montana's roadways. The Engineering Section includes Project Development Engineering and Field Services. The incumbent is responsible for managing each of these programs; working closely with other Sections within ESB and other Divisions and Bureaus within the Department, counterparts in other federal, state, tribal, and local regulatory agencies, and the Environmental Services Bureau Chief, to achieve the Department's transportation program objectives and goals.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A. Program Planning and Development

50%

1. This position is responsible for interpreting and understanding all of the requirements of the National Environmental Policy Act (NEPA), the Montana Environmental Policy Act (MEPA), the Fixing America's Surface Transportation Act (FAST), the Clean Water Act (CWA), National Pollutant Discharge Elimination System (NPDES), Montana Pollutant Discharge Elimination System (MPDES), the Opencut Mining Permitting Act, and all the other applicable rules, laws and regulations. The incumbent is often tasked with resolving conflicts between the regulations and the regulatory agencies involved. The incumbent is tasked with ensuring statewide consistency in interpretation of environmental laws and implementation of compliance strategies.

2. Identifies and quantifies the Section's budgetary needs for personal services, operating expenses and equipment related to operation and improvement of the Section and assists and works with the Bureau Chief to compile Bureau budgetary needs.
3. Identifies and makes recommendations to the Bureau Chief for the development and implementation of policies, procedures and standards related to the Section; and develops or directs the development of such policies, procedures and standards for adoption and implementation.
4. Determines the need for and participates in the selection of consultants for professional engineering services to ensure that completed reports, environmental documents, and permits have environmentally sound engineering design solutions, and are technically correct, complete, and on schedule. Manages and directs the review, compensation, and approval of consultant work submitted under these contracts.
5. Translates the goals and objectives of the Department into the goals and objectives of the Section and the Environmental Services Bureau to assist with the achievement of the Department mission.
6. Reviews or assists and works with the Bureau Chief to review existing and proposed environmental laws, rules, regulations, and legislation to determine their impact on the Department and to recommend and pursue a course of action to achieve a positive position for the Department.
7. Provides assistance or represents the Environmental Services Bureau Chief in maintaining liaison with state and federal agencies, local and Tribal governments, consultants, private organizations and the public, to gain cooperation, coordinate activities, explain projects, resolve conflicts, and assure compliance with applicable laws and regulations.
8. Directs and coordinates all project-related programs and activities within the Section in accordance with the Program and Project Management System (PPMS) and the Engineering Project Scheduler (EPS) to ensure that the environmental input to project development is timely and cost effective.
9. Reviews and approves the CWA permit applications for preconstruction and maintenance activities and CWA and Stream Protection Act applications for construction activity on behalf of the Department.
10. Applies the various laws and regulations to complex and often unprecedented issues and then negotiates and promotes cooperation and consensus among highly charged interests (e.g., State, federal, local, tribal, private, etc.) to ensure that the Department's environmental mission and objectives are achieved while complying with all applicable laws and regulations.

B. Program Administration

30%

1. Directs the development and implementation of appropriate policies and procedures for environmental review, design and documentation.
2. Directs the preparation and distribution of appropriate environmental documents for each project. Reviews, recommends, and approves environmental documents for the Department.

3. Directs the initiation, coordination, and preparation of data, plans, and the application for project Clean Water Act Section 404 Permits with the US Army Corps of Engineers, Tribal water resource permits, and other water resource permits as necessary for highway construction projects. Reviews and approves the application, and secures the permit for the Department. Negotiates and resolves permit problems requiring further technical and engineering analysis or mitigation requirements.
4. Reviews and approves the Clean Water Act Section 402 Storm Water Permit and Erosion Control Plans. Establishes policy and implements changes in policies, specifications, standards, design criteria and procedures of the Department's Standard Erosion Control Work Plan to satisfy the Department of Environmental Quality's permitting requirements.
5. Directs, and supervises the preparation of reports, studies, summaries, research proposals, special reports, instructions and procedures relating to environmental protection in planning, design, construction, and maintenance.
6. Assists and works with the Environmental Services Bureau Chief to present and defend the Department's position on sensitive and controversial environmental issues, working directly with counterparts in state and federal resource and regulatory agencies, to define and achieve the Department's goals and objectives.
7. Provides technical and professional guidance and advice to the MDT District Offices and to consultants under contract to the Department on engineering related environmental issues.

C. Supervision

20%

1. Directly or indirectly manages professional staff of the Engineering Section by reviewing and revising overall work plans, priorities, and procedures and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau, Division, and Department goals.
2. Establishes and approves overall responsibilities and allocation of subordinate positions. Recommends and justifies requests for additional personnel as necessary.
3. Determines training needs of Section staff through analysis of program effectiveness; new environmental and engineering policies, procedures, and standards; evolving technologies; and staff performance. Prepares, presents, or coordinates training through personnel specialists, training offices, or outside consultants to ensure that modern technologies and operational strategies are available.
4. Identifies staffing needs, recruits and hires employees, and allocates staff to adequately support the ongoing operations and activities of the Section. This involves ensuring compliance with State and federal employment and civil rights laws throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
5. Evaluates the performance of directly supervised positions and completes performance evaluations and creates performance plans. Recommends, implements, and monitors corrective actions. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.
6. Ensures that Section staff complies with State and Department personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

7. This position performs a variety of other duties in support of ongoing Bureau and Department operations. This includes managing special projects, representing the Bureau or Department at various meetings and conferences, participating in ongoing training and educational programs, and performing a variety of other duties as assigned.

1. The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Duty A: Program Planning and Development

Duty B: Program Administration

Duty C: Supervision

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Light lifting (less than 50 lbs.)
- Carry light items (papers, books, small parts)
- Reading technical papers, manuals, publications and statutes, in hard copy and electronic format – hand and eye strain possible.
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Interpreting and analyzing complex laws and regulations and evaluating how to integrate the requirements into the Departments programs and processes.
- Communication and dispute resolution among various Bureau's, Agencies, and private organizations and groups.
- Stress from applying complex, confusing, changing, and often contradictory laws and regulations. Interaction with numerous regulatory agencies and officials.
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

2. Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 7

Position Number(s) of those supervised: 33002, 33007, 33014, 33015, 33018, 33038, 80004.

2. Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires extensive knowledge of the concepts and principles of civil and/or environmental engineering and the associated mathematics and physical sciences.

This position requires extensive knowledge of transportation project development, design, and engineering principles as they relate to the various environmental considerations.

This position requires an extensive knowledge of all state, federal, tribal and local environmental laws, regulations, and guidelines and the processes necessary to successfully comply with these acts.

The position requires an advanced working knowledge of the various professional disciplines employed by the unit and the ability to direct the work force towards achieving the Bureau's and Department's goals and objectives. Considerable knowledge of NEPA and MEPA process and requirements and environmental impact assessment and analysis, including the accommodation of public comment and participation, required in most permitting, remediation, and enforcement decisions.

The incumbent must have thorough knowledge of the organization relationships and functions of various MDT Bureaus and units. Extensive knowledge of management practices and procedures, public administration, public relations, diplomacy and negotiation, principles and practices of personnel and program management, including identification of professional staffing requirements, recruitment and selection, training, professional development, effective delegation of authority and accountability for performance, workload planning and human motivation.

Most work is covered by environmental engineering standards, construction processes, and Federal and State regulations including National Pollutant Discharge Elimination System (NPDES) and Montana Pollutant Discharge Elimination System (MPDES) requirements, Clean Water Act, National Environmental Policy Act (NEPA) and Montana Environmental Policy Act (MEPA). Work is covered through annual program plans; Department, State, federal rules and guidelines (e.g., Administrative Rules of Montana, Montana Operations Manual, Montana Code Annotated, Code of Federal Regulations, etc.); and related professional and administrative policies, standards, and procedures.

SKILLS:

The position requires skill in negotiating for results, facilitating meetings, resolving disputes and achieving consensus in groups with divergent interests. Extensive skills in diplomacy, negotiation, communication, both oral and written, facilitation and management practices are required to establish and maintain effective working relationships with the Department and other state and federal agencies.

Some skill in operation of standard business software packages including Microsoft Word, Excel, Windows operating systems, and other Department applications such as Oracle, DMS, and EPS.

The position requires skills in making decisions; planning, implementing, and evaluating the achievement of Section and Bureau goals, objectives and mission; interpreting and applying federal

and state statutes, past and present administrative rules, and policies governing program operations; and analyzing and evaluating permit applications and compliance agreements. The incumbent must demonstrate skills in analyzing, interpreting and understanding the most complex proposals, reports, or other documents; responding effectively to the most sensitive inquiries or complaints; directing preparation of informational and/or persuasive speeches and articles for each intended audience; working with mathematical, statistical, and/or research concepts and data; applying principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study: *Civil or Environmental Engineering or a closely related Engineering field of study.*

Other education, training, certification, or licensing required (specify): A Professional Engineer's (PE) license is required.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional): Four (4) years of progressively responsible engineering experience with an emphasis in environmental, construction, design or transportation experience. Three (3) years of supervisory or program management experience is desired, but one (1) year of supervisory experience is required. Education and experience in highways engineering or environmental engineering is desirable but not required. Licensure as a Professional Engineer (PE) in Montana is required.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include: Individuals with a master's degree in engineering may substitute

years of education for years of service on a year-for-year basis. Civil or environmental engineering education and experience is preferred, but work or education that closely relates to the nature and scope of this position may be considered. Emphasis will be placed upon specific coursework and job responsibilities, as they relate to civil and environmental engineering practices relative to transportation, highways, construction, and preconstruction.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

Professional Engineer (PE) licensure in Montana is required for this position.

Employee:

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Keni Grose
Human Resources and Occupational Safety
Administrator

Signature: _____ Date: _____